

DUTY STATEMENT

Classification: Energy Commission Specialist I (FO)	Position No. 8200-4947-XXX
CBID: R10	Office: Demand Analysis
Date Prepared: December 22, 2008	Division: Electricity Supply Analysis
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of an Energy Commission Supervisor II, the Energy Commission Specialist I (FO) will have responsibilities resulting from legislative mandates on energy efficiency in California's utilities. The incumbent must work collaboratively with the California Public Utilities Commission (CPUC), utilities, and other interested parties.

WORKING CONDITIONS: The work is performed primarily indoors in an office and meeting-room setting and involves sitting, standing, and walking. Travel may be necessary to attend workshops, hearings, and meetings away from the Energy Commission's headquarters.

DUTIES AND RESPONSIBILITIES:

- 35% Serve as a resource expert on energy efficiency programs in the publicly owned utilities and perform activities related to the Energy Commission's responsibilities under SB 1037 (2005) and AB 2021 (2006). These include annual data collection and analysis on POU energy consumption; the triennial analysis of POU efficiency potential, and setting of statewide savings targets developed for IOUs and POUs. (E)
- 30% Provide expertise and represent the Energy Commission in the development, implementation, and review of the independent evaluation that measures and verifies the POU savings. Review appropriateness of analytical methods, consistency and validity of data, and high quality professional practices related to evaluation, measurement, and verification of energy savings. (E)
- 15% Lead workshops and meetings to discuss plans for developing mandated products. Manage working groups with POU associations and POU representatives. (E)
- 10% Develop and implement contract work, including managing contractors, as necessary to achieve project objectives.
- 5% Make presentations to Energy Commissioners, Executive Office, Division management, CPUC, and POU governing boards concerning improvements that POU could make in their efficiency efforts. (E)



5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____ Employee	_____ Date	_____ Supervisor	_____ Date